

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department for Children and Families		9. Position No. K0070589	10. Budget Program Number 629	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Program Consultant II	
3. Division Economic and Employment Services			12. Proposed Class Title	
4. Section Strengthening Families Services	For  Use  By  Personnel  Office	13. Allocation		
5. Unit Children Services		14. Effective Date		
6. Location (address where employee works)  City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time XX Perm. Inter. Part time Temp. %	Personnel  Office	16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time)  FROM: 8:00AM To: 5:00PM		17. Audit Date: By: Date: By:		

Agency  
Number

Position  
Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Who evaluates the work of an incumbent in this position?

**Name:** Carrie Hastings

**Title:** Public Service Executive II

**Position Number:** K0210207

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Errors in actions or decisions could result in incorrect implementation of program policies. Failure to provide proper notification of child care providers placed on emergency suspension could result in children being at risk by continuing in unapproved care; and families not receiving appropriate referrals and services. Not implementing and /or reporting a federal requirement could result in major loss of federal dollars. Limited resources may not be maximized if systems are not developed to eliminate duplication.

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21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

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Number Each  
Task and  
Indicate  
Percent of  
Time  
1. 35%

Develops, coordinates, and evaluates policies, practices and outcomes for the Child Care Development Fund (CCDF) child care quality initiatives for the agency. Assists with the child care assistance program, and other early care and education initiatives. Serves as lead staff for the development and coordination of the CCDF state plan submitted by the agency. Works in partnership with Kansas Department of Health and Environment (KDHE) Child Care Licensing, KDHE Part C, the Kansas Department of Education Early Childhood Services, DCF Child Care Assistant Program Manager, Foster Care, Head Start State Collaborator, Early Head Start Manager, Mental Health, Resource and Referral Agencies, and other early care and education programs to develop system wide child care quality plans and goals to enrich the lives of children and families.

2. 25%

Program Management: The work involves the maintenance of a tracking system for all collaboration activities to ensure all policies, procedures, and reporting requirements are met for the state CCDF Plan. Responsible for disseminating and overseeing compliance with the rules and regulations of the federal program, monitoring programs and services offered; and managing the expenditure of funds by sub-grantees and contractors outlined within the state plan.

3. 25%

Serves as a back-up to the Child Care Subsidy Manager for KSCares Table Changes. Serves as the agency liaison to KDHE to ensure coordination on notification of emergency suspension and expired child care licenses with DCF Central Office and Regional Offices. Participate in Child Care provider workgroup activities to ensure collaboration across agency and state programs.

4. 15%

Collaborates with EES Program managers to assist with Strengthening Families activities with in EES. Provides planning, direction, oversight, and coordination and/or participates in team decision making for other EES projects for outreach, resource development, and partnership building in the areas of child care and early childhood development, services and activities for families and children, etc. as assigned.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.
- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.
- | <b>Title</b> | <b>Position Number</b> |
|--------------|------------------------|
|--------------|------------------------|

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23. Which statement best describes the results of error in action or decision of this employee?
- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
  - ( X ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
  - ( ) Major program failure, major property loss, or serious injury or incapacitation.
  - ( ) Loss of life, disruption of operations of a major agency.
- Please give examples.

Failure to coordinate with KDHE on a notification of emergency suspension with DCF Central Office and Regional Offices could pose as a potential liability to the agency.

Failure to monitor the Child Care Development Fund programs and services, oversee compliance with the rules of the program, disseminate rules and regulations that govern the overall administration of the plan and manage the expenditures of the funds by sub-grantees and contractors could result in major loss of federal dollars.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made regularly with EES staff, officials in KDHE Child Care Licensing, KSDE, Kansas Head Start Association, Head Start Programs, Child Care and Early Education vendors and sub-recipients, and others in various state and local agencies. This position requires working with the public, and with a wide range of employees and public officials. Public and group facilitation is required.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Must be able to carry 25 lbs. (materials, booklets, etc. as needed). Position requires in state and possible out of state travel.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal Computer- daily  
Power Point software/ projector – occasionally  
Overhead Projector – occasionally  
Fax Machine  
Copier

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**PART III - To be completed by the department head or personnel office**

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

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Education or Training - Special or professional

Bachelor's Degree. Social Services or Early Childhood/ Elementary Education Degree preferred.

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License, certificates and registrations

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Special knowledge, skills and abilities

Knowledge and/ or experience with DCF Child Care Quality Initiatives, DCF Child Care Assistance, state child care licensing, and the Child Care Development Fund.

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Experience - Length in years and kind

One year of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined by the agency.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date